

CATALYST Consortium Nepal

Project implementation through

CEDPA/Nepal
The Centre for Development and Population
Activities/Nepal

Building Demand for RH Awareness among Adolescent Girls in
Conflict Affected Districts of Nepal (BuD for RH)

Strategy Development Workshop

June 17-20, 2004
Kathmandu

Workshop Report



Building Demand for RH Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

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1. Introduction

The CATALYST Consortium is a global reproductive health activity initiated in September 2000 by the Office of Population and Reproductive Health, Bureau for Global Health, U. S. Agency for International Development (USAID). The Consortium is a partnership of five organizations; the Academy for Educational Development (AED), Centre for Development and Population Activities (CEDPA), Meridian Group International, Inc., Pathfinder International and PROFAMILIA/Colombia.

CATALYST works in sexual and reproductive health through synergistic partnerships and state-of-the-art technical leadership. Its overall strategic objective is to increase the use of sustainable, quality family planning and reproductive health (FP/RH) services and healthy practices through clinical and non-clinical programs.

CEDPA (The Centre for Development and Population Activities) is the implementing partner agency for the BuD for RH project in Nepal. CEDPA is a US based non-profit organization, with a mission to empower women at all levels of society to participate as full partners in development. In Nepal, CEDPA is working towards achieving its mission by helping rural women and girls to acquire knowledge and skills to make informed decisions and to take appropriate actions to address their educational, social and reproductive health needs. CEDPA works with and on behalf of women and girls in partnership with a variety of government agencies and non-governmental organizations. CEDPA's support aims to contribute to achieving national goals as outlined in government policy and planning documents.

CEDPA's strategies to achieve its goals and objectives involve mobilizing individuals, their families and communities to advocate for and participate in disseminating information and delivering a range of services in their own communities. CEDPA's programs are currently being implemented in four districts: Baglung, in the western development region, Lalitpur and Mahottari in the central development region and Udayapur in the eastern development region.

A four-day Strategy Development Workshop was organized on June 17 - 20, 2004 in Kathmandu from 8:00 a. m. to 5:00 p.m. The purpose of the workshop was to develop strategic plan of the CATALYST funded and CEDPA/Nepal implemented project 'Building Demand for RH among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)'. The workshop was organized by CEDPA Nepal.

The workshop objectives were:

- to have common understanding among the project partners on (BuD for RH) project approaches
- to prepare:
 - strategic plan
 - detailed work plan
 - monitoring plan
 - selection criteria for Master Trainers, Supervisors/Field Coordinators, Facilitators, Adolescent Girl Group Leaders (in school), Out of School Adolescent Girls, Class Management Committee Members, Exchange visit/National Girls Congress

The schedule of the workshop is given in Annex 1.

2. Participants

There were 20 participants comprising representatives of CATALYST/CEDPA, Ama Milan Kendra (AMK), Nepal Red Cross Society (NRCS), Nepali Technical Assistance Group (NTAG), World Education, Department of Education and USAID. The list of participants is given in Annex 2.

3. Venue

The workshop was organized at Hotel Shankar, Lainchour, Kathmandu.

4. Opening

The workshop started with informal opening. Dr. Chhatra Amatya, Country Director, CATALYST/CEDPA Nepal welcomed the participants and highlighted the objectives of the workshop. She said the objective of the workshop was to provide orientation to the implementing partners about the project. She shared the workshop theme and stated that the participants would share issues, discuss openly, clarify the issues, identify solutions and reach to a common understanding to arrive on consensus about the strategy and approaches to be taken during project implementation. Dr. Amatya also said that participatory methodology such as sharing, discussion, group work and question and answers will be followed to prepare detailed implementation plan that will include activities and uniform time frame. To ease project implementation, the participants are expected to define and agree on selection criteria of trainers, facilitators, supervisors, adolescent girl leaders etc.

Dr. B. D. Chataut, Director General, Department of Health Services in his remarks said the Building Demand for RH Awareness among Adolescent Girls in Conflict Affected Districts of Nepal project should contribute to the government programs. He mentioned that only adolescent girls are not part of the RH, adolescent boys have also to be covered under the program. Results of such program have to guide the government to replicate it in other parts of the country. He highlighted the national status of reproductive health such as mortality and morbidity issues and said that the workshop would be successful to prepare a plan that will contribute to improve

reproductive health conditions in the country. He also thanked CEDPA for working in Nepal.

After Dr. Chataut's remarks, Dr. Chhatra Amatya clarified the issue of covering only girls in the project. She said that the RH conditions of adolescent girls are vulnerable as compared to boys. Therefore, the project will begin its programs from girls gradually including boys in the future.

The representative of Department of Education Ms. Rampyari Shrestha, in her remarks, appreciated the project objectives. She stated that the districts selected are rational. She suggested to the project-implementing partners to coordinate with non-formal education classes of Department of Education during project implementation.

The USAID representative Ms. Linda Kentro, in her remarks, said that she has been quite familiar with the project since its inception. She highlighted successful performance of CEDPA Nepal in RH sector and hoped that it would continue in future. She stated that it was wise to organize such coordination meeting at the beginning of the project. It would enhance understanding of the project objectives and approaches among project partners. She emphasized that learning from each other and coordination is important for the success of any program. She said that this project would enable the adolescent girls, their parents and communities. Their involvement in different social actions could be a bridging element to restore security and bringing peace.

The representative of World Education also spoke in the occasion.

5. Workshop Results

The workshop started with self-introduction by the participants, which was followed by an overview of the workshop program and norms setting. The following are workshop results.

5.1 Project Orientation

Mr. Saroj Nepal, CATALYST/CEDPA Nepal presented the goal, objectives, indicators, program strategies and program activities as follows:

The goal of the program is to improve the ability of low-income, adolescent girls aged 10-19 to make informed decisions regarding reproductive health (RH) knowledge and to access health-related information and services.

Objectives of the program are:

- Improved RH awareness and knowledge among adolescent girls in conflict areas,
- Increased literacy among out-of-school adolescent girls program participants in conflict areas,

- Increased girls' adoption of behaviors that lead to improved RH outcomes, and
- Enabling family and community environment created for support of girls' program participation and access to health services.

The **program strategies** are

- Reproductive health education and empowerment through peer education
- Health-based literacy program for out-of-school girls
- Network to strengthen local health service delivery system
- Social mobilization and advocacy for implementation of the National RH Strategy
- Capacity building and sustainability

The **program activities** are:

- Project Start Up
- Selection and Training of Facilitators
- Health-Focused NFE Program for Out-of-School Girls
- *Choose a Future!* Program for Girls' Group in Schools
- Social Mobilization/Advocacy
- Networking
- Rollout Strategy Development
- MIS including Monitoring and Evaluation

Mr. Nepal also presented past performance of the implementing partners and conceptual framework of the project.

5.2 Logical Framework

5.2.1 CEDPA Strategic Logical Framework

The Logical Framework Approach was followed to prepare strategic plan of the project. A briefing on the approach followed preparation of strategic logical framework matrix of the project.

The logical framework provides one page summary on:

Why:	A project is for carried out?
What:	Intended effect the project would like to make
What:	Results the project must bring about
How:	The project is going to achieve these results
Which:	External factors are crucial for the success of the project?
How:	The success of the project can be assessed
Where:	The data required to assess success of the project can be found
What:	Conditions should be fulfilled if any, to start the project implementation

- What:** The project will cost in terms of time, manpower and other material resources
- What:** Possible side effects the project could cause (Do we mean “additional effects”?)
- What:** Possible risks the project could face

Logical Framework Matrix

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification (MoV)	Important Assumptions
Goal			
Purpose			
Results			
Major Activities	Inputs		Pre-conditions

The participants raised an issue 'whether project objectives can be changed'? After discussion they decided to rephrase the objectives without changing project concept. The conceptual document will be a guiding factor for strategic plan formulation.

5.2.2 Goal and Purpose

The participants worked in four buzz groups to identify goal and purpose of the project. They identified the goal and purpose as following:

- Goal:** Improved reproductive health status of adolescent girls in target areas.
- Purpose:** Enhanced ability of adolescent girls to informed decisions on reproductive health behavior

5.2.3 Results

The participants discussed project results in the plenary. A clear distinction was made between objectives, purpose and ⁵ results. The participants discussed

different results to be accomplished to attain the project purpose and finally agreed the following as results:

- 1.0 Raised awareness among adolescent girls.
- 2.0 Increased literacy among out-of school adolescent girls.
- 3.0 Improved availability of reproductive health services.
- 4.0 Enabled family/community environment.
- 5.0 Developed management information system.

The project management will be responsible to attain the purpose and achieve the results. It will contribute to the goal.

5.2.4 Major Activities

The participants worked in four groups to identify major activities. The group work results were presented in the plenary for discussion. The groups identified several activities. The activities proposed were clustered and major activities were formulated. The activities put under different clusters were grouped as sub-activities. The following are major activities:

- 1.1 Organize better life options and opportunities RH programs for in-school girls
- 1.2 Organize better life options and opportunities RH programs for out-of-school groups
- 2.1 Conduct health focussed non-formal education literacy classes
- 2.2 Run school enrollment programs
- 2.3 Establish linkages with other program/institutions
- 3.1 Organize orientation programs for health workers
- 3.2 Activate village/district level Reproductive Health Coordination Committee
- 4.1 Organize orientation programs to non-health stakeholders
- 4.2 Organize exchange visits
- 4.3 Mobilize communities for enabling
- 4.4 Establish resource center in the community and schools
- 5.1 Organize interaction programs with stakeholders
- 5.2 Develop project strategy
- 5.3 Conduct baseline survey
- 5.4 Prepare monitoring plan
- 5.5 Develop tools for MIS
- 5.6 Report periodically
- 5.7 Conduct end line survey
- 5.8 Disseminate successes and lessons learned
- 5.9 Advocate on national strategy

5.2.5 Objectively Verifiable Indicators (OVIs)

The objectively verifiable indicators focus on important characteristics of an objective to be achieved. They define performance standard to be reached in order to achieve the objective and specify what evidence will tell us if the objective is reached in terms of:

- | | |
|-----------------|-----------|
| • Quantity | How much? |
| • Quality | How well? |
| • Time | By when? |
| • Location/Area | Where? |
| • Beneficiaries | Who? |

By doing so, OVIs provide a basis for monitoring and evaluation

An exercise on 'how to develop OVIs' helped the participants to formulate indicator at purpose, results and activities level.

The participants analyzed OVIs in three groups. After group work, all the groups presented group work results in the plenary for discussion. The following are the OVIs for project purpose and results:

Narrative Summary	Objectively Verifiable Indicators
Project Purpose	By the end of program phase: <ul style="list-style-type: none"> • 20 % of adolescent girls' (aged 10 – 19) behavior¹ changed as compared to baseline figure of2004 in conflict affected 15 VDCs of Baglung, Mahotari and Udayapur districts • 75% of the targeted AGs communicate positively on RH related issues with their parents/peers and others • 80% of the targeted girls express the disadvantages of early marriage
Result 1.0	By the end of program phase, RH knowledge ² of X% of targeted AGs increased as compared to baseline figure
Result 2.0	By the end of program phase, 90 % of AGs that have participated in NFE classes can read and write
Result 3.0	By the end of program phase: <ul style="list-style-type: none"> • X % increase in contraceptive use as compared to ... 2004 baseline data • X number of visits to health clinics increased as compared to ... 2004 baseline data
Result 4.0	<ul style="list-style-type: none"> • Place/facilities provided by communities to hold meetings/events • By the end of program phase, X% of AGs receive financial support from parents for RH expenses
Result 5.0	<ul style="list-style-type: none"> • Monitoring and evaluation plan developed and followed by implementing partners and CEDPA from 2004 • All the implementing partners report as per CEDPA's reporting

¹ Behavior change refers to increased use of contraceptive, clinical visits and RH issues shared with others.

² RH knowledge refers to awareness on adolescents' physical/mental changes, HIV/AIDS, menstruation, trafficking and gender concept.

	system
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During OVIs finalization, the participants discussed the indicators placed at different levels of the logical framework. They had common understanding on process, outcome, effect and impact level indicators and how they should be formulated.

5.2.6 Means of Verification (MOV)

MOV tells us how to get the evidence that the objectives have been met and where we can find the data for verification.

The participants worked out means of verification for each objectively verifiable indicator.

The participants realized the importance of the MOV. They shared that they haven't been very serious while formulating MOV in the past. They realized that MOV should be carefully formulated to monitor outcomes and effects of the program.

5.2.7 Important Assumptions

Important assumptions are external factors or conditions that must exist if the project is to succeed but which are not under the direct control of the project.

The participants analyzed important assumptions of the project in plenary.

The strategic logical framework is given in Annex 3.

5.3 Logical Framework of Implementing Partners

Ama Milan Kendra, Nepal Red-cross Society, Nepal Technical Assistance Group prepared their logical framework matrix separately. After preparation of their individual logical framework they shared it with each other. After discussion all implementing partners produced a final logical framework matrix.

The logical framework matrix of the implementing partners is given in Annex 4.

5.4 Work Plan

CATALYST/CEDPA Nepal and project implementing partners prepared their detailed work plan for the entire project period. After preparation they shared it with each other and finalized it.

During preparation of the work plan all three implementing partners realized the need to rearrange the budget line items not exceeding their overall budget.

The participants shared about the time frame for project implementation in the work

plan. They came into consensus that all the implementing partners should follow common time frame.

Work Plan of CATALYST/CEDPA Nepal and implementing partners is given in Annex 5.

5.5 Monitoring Plan

The progress, efficiency and effectiveness of the project will be planned and monitored by the project management through a regular planning and reporting system, field visits and review meetings. The participants prepared central level and district level monitoring plans.

During monitoring plan formulation the participants realized the need of coordination and networking among program implementing partners. They had common understanding on the need of team sharing, coordination, collaboration and joint review of the program. They inserted joint review in the monitoring plan. Networking, team sharing, collaboration and coordination issue needs to be discussed in the monitoring forums later.

Detailed monitoring plan is given in Annex 6.

5.6 Selection Criteria

The selection criteria for Master Trainers, Supervisors/Field Co-ordinators, Facilitators, Adolescent Girls, Group Leaders (in school), Out of School Adolescent Girls, Class Management Committee Members, Exchange visit/ Girls Congress and Resource Center was presented and discussed. After discussion selection criteria for Master Trainers, Supervisors/Field Co-ordinators, Facilitators, Adolescent Girls, Group Leaders (in school), Out of School Adolescent Girls and Class Management Committee Members was finalized.

There was a discussion on the availability of female teachers at local level. Whether it should be kept open for male and female? After discussion there was common understanding that female trainer has to be selected. If such candidates are not available at schools, CEDPA Nepal and implementing partners will have to request/lobby to the District Education Office for their posting to the respective schools.

The selection criteria are given in Annex 7.

6. Closing

Ms. Linda Kentro, in her closing remarks, expressed happiness with the workshop results. She appreciated the active participation during discussions in the workshop.

She suggested the participants to be reasonable on what can be done in the coming ten months. She said 'think big picture – social inclusion, impartiality, what will be sustainable' and execute programs accordingly. She also suggested networking with education and health sectors.

Dr. Chhatra Amatya thanked USAID and Ms. Linda Kentro for her support to CEDPA. She also thanked the participants for their successful deliberations during the four days. She urged the partners to collaborate with each other to make the project successful and to bring synergy effect in RH. She also made a commitment that the project would maintain accountability and transparency in the whole project cycle management.

7. Conclusion

The strategic planning workshop was successful to accomplish its objectives. The active participation of the participants in the workshop was very commendable.

The workshop also served as training on logical framework approach as the participants were keen to know the concepts in every steps of analysis.

We hope the planed activities will be successfully implemented and that will bring positive effects in RH in the project area.

CATALYST/CEDPA-Nepal

Building Demand for RH Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Strategy Development Workshop

June 17-20, 2004

Tentative Programme

Time	Content	Methodology
Day 1		
8:00 – 9:00	Breakfast	
9:00 – 9:20	Welcome/ Objectives of the workshop: Dr. Chhatra Amatya	
9:20 – 9:30	Introduction of the participants	Self-introduction
9:30 – 10:15	Project Orientation: CEDPA	Presentation
10:15 – 10:30	Remarks by representatives from: Department of Health Department of Education World Education	
10:30 – 11:00	Tea/Coffee	
11:00 – 11:15	Workshop methods and norms	Discussion
11:15 – 11:45	Introduction to Logframe Approach	Visualised presentation
11:45 – 12:30	BuD for RH – Goal and Purpose	Plenary discussion
12:30 – 13:30	Lunch	
13:30 – 14:30	Outputs/Results	Plenary discussion
14:30 – 15:00	Major Activities	Group work
15:00 – 15:30	Tea/Coffee	
15:30 – 16:00	Major Activities	Group work
16:00 – 17:00	Presentation of group work results	Presentation and discussion
Day 2		
8:00 – 9:00	Breakfast	
9:00 – 10:30	Strategic Planning (Implementing Partners) Goal, Purpose, Outputs/Results	Plenary discussion Group work
10:30 – 11:00	Tea/Coffee	
11:00 – 12:30	Major Activities	Group work
12:30 – 13:30	Lunch	
13:30 – 15:00	Presentation of group work results	Presentation and discussion
15:00 – 15:30	Tea/Coffee	
15:30 – 17:00	Objectively Verifiable Indicators	Plenary discussion Group work
Day 3		
8:00 – 9:00	Breakfast	
9:00 – 10:30	Objectively Verifiable Indicators Means of Verification	Discussion in Plenary Group work
10:30 – 11:00	Tea/coffee	
11:00 – 12:30	Important Assumption	Discussion in Plenary
12:30 – 13:30	Lunch	
13:30 – 15:00	Work Plan	Discussion in Plenary Group work
15:00 – 15:30	Tea/coffee	

15:30 – 17:00	Work Plan	Group work
Day 4		
8:00 – 9:00	Breakfast	
9:00 – 10:30	Work Plan	Finalization in plenary
10:30 – 11:00	Tea/coffee	
11:00 – 12:30	Monitoring formats	Presentation Plenary discussion
12:30 – 13:30	Lunch	
13:30 – 15:00	Monitoring formats Reporting format	Presentation Plenary discussion
15:00 – 15:30	Tea/coffee	
15:30 – 16:30	Selection criteria: Master Trainers Supervisors/Field Co-ordinators Facilitators Adolescent Girl Group Leaders (in school) Out of School Adolescent Girls Class Management Committee Members Exchange visit/National Girls Congress	Presentation by CEDPA Discussion in Plenary Finalization
16:30 – 17:00	Closing	

Building Demand for RH Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Strategy Development Workshop

June 17-20, 2004

Kathmandu

List of Participants

S.N.	NAME	ORGANIZATION	DESIGNATION
1.	Ms. Linda Kentro	USAID	Dev. Assist Specialist
2.	Ms. Ram Pyari Shrestha	DOE	Deputy Director
3.	Dr. Chhatra Amatya	CATALYST/ CEDPA	Country Director
4.	Prof. Ishwar B. Shrestha	CATALYST/ CEDPA	Technical Advisor
5.	Mr. Saroj Nepal	CATALYST/ CEDPA	Program Manager
6.	Ms. Sunila Shrestha	CATALYST/ CEDPA	Program Associate
7.	Ms. Charlotte Gage	CEDPA	Volunteer
8.	Mrs. Sujata Kayasth	CATALYST/ CEDPA	Executive Associate
9.	Ms. Roshan Karki	AMK	President
10.	Mr. Gyanu Thapa	AMK/ Baglung	District Manager
11.	Mr. Anil Poudel	AMK	Admin/Finance Manager
12.	Ms. Alka Shaha	AMK	Program Manager
13.	Ms. Trishala Rajbhandari	AMK/ Baglung	Field Coordinator
14.	Mr. Babu Raja Bohara	NRCS	Program Coordinator
15.	Mr. Binod Basnet	NRCS/Udayapur	Secretary
16.	Mr. Bholanath Chaudhari	NRCS/Udayapur	Program Coordinator
17.	Mr. Shyam Kumar Shrestha	World Education	Program Coordinator
18.	Mr. Binod Kumar Dahal	NTAG	Trainer
19.	Mr. Sundar Man Shrestha	NTAG	Program Manager
20.	Ms. Sarita Aryal	NTAG	Program Coordinator

CEDPA Nepal

Strategic Logical Framework Matrix

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Duration: April 2004 to March 2006

Program Districts: Udayapur, Mahottari and Baglung district

Date Prepared: June 20, 2004

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
Goal			
Improved reproductive health status of adolescent girls in target areas			
Purpose			
Enhanced ability of adolescent girls to informed decisions on reproductive health behavior	By the end of program phase: <ul style="list-style-type: none"> 20 % of adolescent girls (aged 10 – 19) behavior³ changed as compared to baseline figure of2004 in conflict affected 15 VDCs of Baglung, Mahotari and Udayapur districts 75% of the targeted AGs communicate positively on RH related issues with their parents/peers and others 80% of the targeted girl express the harm of early marriage 	Survey Report Survey Report Survey Report	
Results			
1.0 Raised awareness among adolescent girls	By the end of program phase, RH knowledge ⁴ of X% of targeted AGs increased as compared to baseline figure	Baseline and End Line Study Report	Security situation in the program area is workable
2.0 Increased literacy among out-of school adolescent girls	By the end of program phase, 90 % of AGs that have participated in NFE classes can read and write	CATALYST/CEDPA Quarterly Report	
3.0 Improved availability of reproductive health services	By the end of program phase: <ul style="list-style-type: none"> X % increase in contraceptive use as compared to ... 2004 baseline data X number of visits to health clinics increased as compared to ... 2004 baseline data 	Survey Report DHO Quarterly Report CATALYST/CEDPA Annual Report	
4.0 Enabled family/community environment	Place/facilities provided by communities to hold meetings/events By the end of program phase, X% of AGs receive financial support from parents for RH expenses	CATALYST/CEDPA Quarterly Report CATALYST/CEDPA Annual Report	

³ Behavior change refers to increased use of contraceptive use, clinical visits and RH issues shared with others.

⁴ RH knowledge refers to awareness on adolescents' physical/mental changes, HIV/AIDS, menstruation, trafficking and gender concept.

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
5.0 Strengthened program management	Monitoring and evaluation plan developed and followed by implementing partners and CEDPA from 2004 All the implementing partners report as per CEDPA's reporting system	CATALYST/CEDPA Quarterly Report CATALYST/CEDPA Quarterly Report	
Major Activities			
1.1 Organize better life options and opportunities RH programs for in-school girls	By the end of project phase, 96 girls groups from 16 schools consisting 25 members in average participate in RH programs	CATALYST/CEDPA Quarterly and Annual Report	
1.2 Organize better life options and opportunities RH programs for out-of-school groups	By the end of project phase: <ul style="list-style-type: none"> • 96 AGs regularly participate in CAF meetings • 45 RH focused NFE classes conducted on Lalima package • Leadership and communication skills of 141 persons developed 	CATALYST/CEDPA Quarterly and Annual Report	
2.1 Conduct health focused NFE classes	By the end of project phase: <ul style="list-style-type: none"> • 1125 adolescent girls will be literate • 45 RH focused NFE classes conducted based on Lalima package 	CATALYST/CEDPA Quarterly and Annual Report	
2.2 Run school enrollment programs	250 girls that took part in NFE classes enrolled in formal schools annually	CATALYST/CEDPA Annual Report	
2.3 Establish linkage with other program/institutions	By the end of project phase, 300 AGs joined skill, income generating and awareness programs run by different agencies	CATALYST/CEDPA Quarterly and Annual Report	
3.1 Organize orientation programs for health workers	39 workshops conducted at district and village level annually	CATALYST/CEDPA Quarterly and Annual Report	
3.2 Activate village/district level RHCC	By the end of project phase, 18 RHCC operationlized	CATALYST/CEDPA Quarterly and Annual Report	
4.1 Organize orientation programs to non-health stakeholders	By the end of project phase, 465 people attended the orientation programs	CATALYST/CEDPA Annual Report	
4.2 Organize exchange visits	72 AGs participated in visits in the second year	Annual Report	
4.3 Mobilize communities for enabling	6 national and international events organized per year in each district	CATALYST/CEDPA Annual Report	
4.4 Establish Resource Center	By the end of project phase, 30 resource center established	CATALYST/CEDPA Annual Report	
5.1 Organize interaction programs with stakeholders	Discussion held with all stakeholders about project start-up	CATALYST/CEDPA Annual Report	
5.2 Develop project strategy	Strategic plan of all project partners prepared	CATALYST/CEDPA Annual Report	
5.3 Conduct baseline survey	15 VDCs of 3 districts covered under baseline survey by the end of second quarter of 2004	Survey Report	
5.4 Prepare monitoring plan	Monitoring plan followed by all partners and CEDPA	CATALYST/CEDPA Quarterly and Annual Report	
5.5 Develop tools for MIS	Based on monitoring plan MIS developed after consultation with implementing partners	CATALYST/CEDPA Quarterly and Annual Report	
5.6 Report periodically	All the implementing partners report as proposal demands from first quarter	CATALYST/CEDPA	

	2004	Quarterly Report	
5.7 Conduct end line survey	Report available	CATALYST/CEDPA Annual Report	
5.8 Disseminate successes and lessons learned	RH Successes and lessons learned from the project disseminated to other projects and programs including Department of Health Services	CATALYST/CEDPA Annual Report	
5.9 Advocate on national strategy	Orientation/meetings organized with national stakeholders	CATALYST/CEDPA Annual Report	

Annex 4

Logical Framework Matrix

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Duration: April 2004 to March 2006

Program District: Baglung

Date Prepared: June 20, 2004

Implementing Partner: AMK

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
Goal			
Improved reproductive health status of adolescent girls in target areas			
Purpose			
Enhanced ability of adolescent girls to informed decisions on reproductive health behavior	By the end of program phase: <ul style="list-style-type: none"> 20% % of adolescent girls (aged 10 – 19) behavior⁵ changed as compared to baseline figure of2004 in conflict affected 5 VDCs in Baglung, 75% of the targeted AGs communicate positively on RH related issues with their parents/peers and others 80% of the targeted girl express the harm of early marriage 	Survey Report Survey Report Survey Report	
Results			
1.0 Raised awareness among adolescent girls	By the end of program phase, RH knowledge ⁶ of X% of targeted AGs increased as compared to baseline figure	Baseline and End Line Study Report	
2.0 Increased literacy among out-of school adolescent girls	By the end of program phase, 90 % of AGs that have participated in NFE classes can read and write	AMK Quarterly Report	
3.0 Improved availability of reproductive health services	By the end of program phase: <ul style="list-style-type: none"> X % increase in contraceptive use as compared to 2004 baseline data X number of visits to health clinics increased as compared to ... 2004 baseline data 	Survey Report DHO Quarterly Report AMK Annual Report	

⁵ Behavior change refers to increased use of contraceptive use, clinical visits and RH issues shared with others.

⁶ RH knowledge refers to awareness on adolescents' physical/mental changes, HIV/AIDS, menstruation, trafficking and gender concept.

4.0 Enabled family/community environment	Place/facilities provided by communities to hold meetings/events By the end of program phase, 50% of AGs receive financial support from parents for RH expenses	AMK Quarterly Report AMK Annual Report	
5.0 Strengthened program management	Monitoring and evaluation plan developed and followed	AMK Quarterly Report	

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
Major Activities			
1.1 Better life options and opportunities RH programs for in-school girls	By the end of project phase, 30 girls groups from 5 schools consisting 25 members in average participate in RH programs	AMK Quarterly and Annual Report	
1.2 Better life options and opportunities RH programs for out-of-school groups	By the end of project phase: <ul style="list-style-type: none"> • 500 AGs regularly participate in CAF meetings • Leadership and communication skills of 45 persons developed 	AMK Quarterly and Annual Report	
2.1 Conduct health focused NFE classes	By the end of project phase: <ul style="list-style-type: none"> • 375 adolescent girls will be literate • 15 RH focused NFE classes conducted based on Lalima package 	AMK Quarterly and Annual Report	
2.2 Run school enrollment programs	75 girls enrolled in formal schools annually	AMK Annual Report	
2.3 Establish linkage with other program/institutions	By the end of project phase, 100 AGs joined skill, income generating and awareness programs run by different agencies	AMK Quarterly and Annual Report	
3.1 Organize orientation programs for health workers	22 workshops conducted at district and village level annually	AMK Quarterly and Annual Report	
3.2 Activate village/district level RHCC	By the end of project phase, 6 RHCC operationlized	AMK Quarterly and Annual Report	
4.1 Organize orientation programs to non-health stakeholders	By the end of project phase, 165 people attended orientation programs	AMK Quarterly and Annual Report	
4.2 Organize exchange visits	24 AGs participated in visits annually	Exchange Visit Report	
4.3 Mobilize communities for enabling	6 national and international events organized per year	AMK Annual Report	
5.1 Prepare monitoring plan	Monitoring plan prepared and followed	AMK Quarterly and Annual Report	
5.2 Report periodically	Reporting done as per set format	AMK Quarterly and Annual Report	

Logical Framework Matrix

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Duration: April 2004 to March 2006

Program District: Udayapur

Date Prepared: June 20, 2004

Implementing Partner: NRCS

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
Goal			
Improved reproductive health status of adolescent girls in target areas			
Purpose			
Enhanced ability of adolescent girls to informed decisions on reproductive health behavior	By the end of program phase: <ul style="list-style-type: none"> 20 % of adolescent girls (aged 10 – 19) behavior⁷ changed as compared to baseline figure of2004 in conflict affected 5 VDCs in Udayapur 75% of the targeted AGs communicate positively on RH related issues with their parents/peers and others 80% of the targeted girl express the harm of early marriage 	Survey Report Survey Report Survey Report	
Results			
1.0 Raised awareness among adolescent girls	By the end of program phase, RH knowledge ⁸ of 80% of targeted AGs increased as compared to baseline figure	Baseline and End Line Study Report	Security situation in the program area is workable
2.0 Increased literacy among out-of school adolescent girls	By the end of program phase, 90 % of AGs that have participated in NFE classes can read and write	NRCS Quarterly Report	
3.0 Improved availability of reproductive health services	By the end of program phase: <ul style="list-style-type: none"> X % increase in contraceptive use as compared to ... 2004 baseline data X number of visits to health clinics increased as compared to ... 2004 baseline data 	Survey Report DHO Quarterly Report NRCS Annual Report	
4.0 Enabled family/community environment	Place/facilities provided By communities to hold meetings/events By the end of program phase, X% of AGs receive financial support from parents for RH expenses	NRCS Quarterly Report NRCS Annual Report	
5.0 Strengthened program management	Monitoring and evaluation plan developed and followed	NRCS Quarterly Report	

⁷ Behavior change refers to increased use of contraceptive use, clinical visits and RH issues shared with others.

⁸ RH knowledge refers to awareness on adolescents' physical/mental changes, HIV/AIDS, menstruation, optimal birth spacing interval, trafficking and gender concept.

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
Major Activities			
1.1 Better life options and opportunities RH programs for in-school girls	By the end of project phase, 36 girls groups from 6 schools consisting 25 members in average participate in RH programs	NRCS Quarterly and Annual Report	
1.2 Better life options and opportunities RH programs for out-of-school groups	By the end of project phase: <ul style="list-style-type: none"> • 375 AGs regularly participate in CAF meetings • Leadership and communication skills of 15 persons developed 	NRCS Quarterly and Annual Report	
2.1 Conduct health focused NFE classes	By the end of project phase: <ul style="list-style-type: none"> • 375 adolescent girls will be literate • 15 RH focused NFE classes conducted based on Lalima package 	NRCS Quarterly and Annual Report	
2.2 Run school enrollment programs	100 girls enrolled in formal schools annually	NRCS Annual Report	
2.3 Establish linkage with other program/institutions	By the end of project phase, 100 AGs joined skill, income generating and awareness programs run by different agencies	NRCS Quarterly and Annual Report	
3.1 Organize orientation programs for health workers	5 workshops conducted at village level annually	NRCS Quarterly and Annual Report	
3.2 Activate village/district level RHCC	By the end of project phase, 6 RHCC operationlized	NRCS Quarterly and Annual Report	
4.1 Organize orientation programs to non-health stakeholders	By the end of project phase, 150 people attended orientation programs	NRCS Quarterly and Annual Report	
4.2 Organize exchange visits	24 AGs participated in visits annually	Exchange Visit Report	
4.3 Mobilize communities for enabling	6 national and international events organized per year	NRCS Annual Report	
5.1 Prepare monitoring plan	Monitoring plan prepared and followed	NRCS Quarterly and Annual Report	
5.2 Report periodically	Reporting done as per set format	NRCS Quarterly and Annual Report	

Logical Framework Matrix

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Duration: April 2004 to March 2006

Program District: Mahottari

Date Prepared: June 20, 2004

Implementing Partner: NTAG

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
Goal			
Improved reproductive health status of adolescent girls in target areas			
Purpose			
Enhanced ability of adolescent girls to informed decisions on reproductive health behavior	By the end of program phase: <ul style="list-style-type: none"> 20% of adolescent girls (aged 10 – 19) behavior⁹ changed as compared to baseline figure of2004 in conflict affected 5 VDCs in Mahottari 75% of the targeted AGs communicate positively on RH related issues with their parents/peers and others 80% of the targeted girl express the harm of early marriage 	Survey Report Survey Report Survey Report	
Results			
1.0 Raised awareness among adolescent girls	By the end of program phase, RH knowledge ¹⁰ of 80% of targeted AGs increased as compared to baseline figure	Baseline and End Line Study Report	Security situation in the program area is workable
2.0 Increased literacy among out-of school adolescent girls	By the end of program phase, 90 % of AGs that have participated in NFE classes can read and write	NTAG Quarterly Report	
3.0 Improved availability of reproductive health services	By the end of program phase: <ul style="list-style-type: none"> X % increase in contraceptive use as compared to 2004 baseline data X number of visits to health clinics increased as compared to ... 2004 baseline data 	Survey Report DHO Quarterly Report	
4.0 Enabled family/community environment	Place/facilities provided by communities to hold meetings/events By the end of program phase, X% of AGs receive financial support from parents for RH expenses	NTAG Quarterly Report End line survey report	
5.0 Strengthened program management	Monitoring and evaluation plan developed and followed	NTAG Quarterly Report	

⁹ Behavior change refers to increased use of contraceptive use, clinical visits and RH issues shared with others.

¹⁰ RH knowledge refers to awareness on adolescents' physical/mental changes, HIV/AIDS, means cycle, optimal birth spacing interval, trafficking and gender concept.

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumption
Major Activities			
1.1 Organize better life options and opportunities RH programs for in-school girls	By the end of project phase, 30 girls groups from 5 schools consisting 25 members in average participate in RH programs	NTAG Quarterly and Annual Report	
1.2 Organize better life options and opportunities RH programs for out-of-school groups	By the end of project phase: <ul style="list-style-type: none"> • 375 AGs regularly participate in CAF meetings • Leadership and communication skills of 15 persons developed 	NTAG Quarterly and Annual Report	
2.1 Conduct health focused NFE classes	By the end of project phase: <ul style="list-style-type: none"> • 375 adolescent girls will be literate • 15 RH focused NFE classes conducted based on Lalima package 	NTAG Quarterly and Annual Report	
2.2 Run school enrollment programs	75 girls enrolled in formal schools (next year program)	NTAG Annual Report	
2.3 Establish linkage with other program/institutions	By the end of project phase, 100 AGs joined skill, income generating and awareness programs run by different agencies	NTAG Annual Report	
3.1 Organize orientation programs for health workers	12 workshops conducted at village level within first year of project period	NTAG Quarterly and Annual Report	
3.2 Activate village/district level RHCC	By the end of project phase, 6 RHCC operationlized	NTAG Quarterly and Annual Report	
4.1 Organize orientation programs to non-health stakeholders	By the end of project phase, 150 people attended orientation programs	NTAG Quarterly and Annual Report	
4.2 Organize exchange visits	24 AGs participated in visits (this activity will be done only once during project period)	Exchange Visit Report	
4.3 Mobilize communities for enabling	6 events organized per year	NTAG Annual Report	
5.1 Prepare monitoring plan	Monitoring plan prepared and followed	NTAG Quarterly and Annual Report	
5.2 Report periodically	Reporting done as per set format	NTAG Quarterly and Annual Report	

Ama Milan Kendra Work Plan

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Period of Operation: April 2004 to March 2006

Activity	Sub-activity	Milestone	Time Frame																								Responsibility
			2004												2005												
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J					
Result 1.0 Raised awareness among adolescent girls																											
1.1 Better life options and opportunities RH programs for in-school girls	1.1.1 Select Schools	5 School – 1 from each VDC																								DPM/FC	
	1.1.2 Form girls groups	2 Groups in each class 8, 9 and 10 - 30 Girls groups																								DPM/FC	
	1.1.3 Select group leaders in each group	30 Group leaders																								DPM/FC	
	1.1.4 Select female teacher for MTOT	5 Female school teachers																								DPM/FC	
	1.1.5 Conduct TOT	8 persons																								CEDPA	
	1.1.6 Organize discussion of AGG	Monthly																								AMK/DPM	
	1.1.7 Organize review meeting in school	Monthly 1 event																								AMK/FC	
1.2 Better life options and opportunities RH programs for out-of-school groups	1.2.1 Conduct CAF training to facilitator	19 persons (15 facilitators, 2 staff, 2 volunteers and 30 group mobilizers)																								AMK/Resource Person	
	1.2.2 Discuss in CAF manual	Alternate day discussion: 15 facilitators																								Facilitator	
	1.2.3 Prepare minute of discussion	Minute of 36 meetings																								Facilitator	
	1.2.4 Conduct leadership and communication skill training to facilitator	15 Facilitators, 2 staff 2 volunteers and 30 group mobilizers																								AMK/DPM	
	1.2.5 Prepare guidelines for measuring behavior of change	Measurement guideline available																								CEDPA	

Activity	Sub-activity	Milestone	Time Frame																			Responsibility
			2004							2005												
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J
	1.2.6 Organize review of group leaders on CAF manual	Monthly 20 meetings (Participants: 30 group leaders and 2 field coordinators)																				DPM/FC
	1.2.7 Organize joint meeting of out-of school and in-school AGs	Quarterly Participants: 30 group leaders, 15 facilitators and 2 field coordinators																				DPM/FC
Result 2.0 Increased literacy among out-of school adolescent girls																						
2.1 Conduct health focused NFE classes	2.1.1 Select facilitator at VDC level	3 per VDC – total 15 facilitators																				DPM
	2.1.2 Conduct orientation to parents and health staff	1 Village level 1 district level																				AMK/DPM
	2.1.3 Conduct TOT (NFE package)	19 facilitators and 2 field coordinators																				AMK/CEDPA/WE
	2.1.4 Select illiterate girls	Aged 10 – 19																				DPM/Facilitators
	2.1.5 Form group of out-of-school girls	15 groups from 5 VDCs																				FC/Facilitator
	2.1.6 Conduct literacy classes	15 classes – 375 girls																				Facilitator
	2.1.7 Form class management committee	6 orientation organized (15 committees)																				Facilitator
	2.1.8 Carry out first term examination	Report available																				DPM/Facilitator
	2.1.9 Provide refresher training to facilitators	15 facilitators and 2 AMK facilitators																				AMK
	2.1.10 Supervise NFE classes	Report available																				AMK/DPM
2.2 Run school enrollment programs	2.2.1 Enroll AGs in formal schooling	75 AGs enrolled																				DPM/FC
	2.2.2 Participate in PTA meeting	Regular participation in 5 schools																				DPM

Activity	Sub-activity	Milestone	Time Frame																				Responsibility
			2004							2005													
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	
2.3 Establish linkage with other program/institutions	2.3.1 Organize meeting	3 Coordination meetings organized at village, district and center All stakeholders attended the meeting																				DPM/ Facilitator	
	2.3.2 Establish linkage with other program/institutions																					DPM/ Facilitator	
	2.3.3 Carry out follow-up	Report available																				AMK/DPM	
	Result 3.0 Improved availability of reproductive health services																						
3.1 organize orientation program to health workers	3.1.1 Organize networking meeting	20 Village level meeting organized 2 District level meeting organized																				DPM	
	3.1.2 Provide RH orientation to district/village level RHCC																					AMK/DPM/ Facilitator	
3.2 Activate DDC/VDC level RHCC	3.2.1 Obtain RHCC membership	Logistics support provided																				DPM	
	3.2.2 Provide support to conduct RHCC meeting																				DPM		
	3.2.3 Participate in district level RHCC meeting	Regularly participated																			DPM		
	3.2.4 Conduct orientation program to RHCC members	2 days (40persons) district RHCC workshop and 3 days (125 persons) VDC RHCC workshop organized																				AMK/MoHS/ CEDPA	
Result 4.0 Enabled family/community environment																							
4.1 Organize orientation program to non-health stakeholders	4.1.1 Conduct district orientation program	1 district level program organized																				DPM	
	4.1.2 Conduct village orientation program	1 orientation (25 persons) organized																				DPM/FC	
4.2 Organize exchange visits	4.2.1 Set criteria for the selection of adolescent girls/district	Selection criteria available																				CEDPA	
	4.2.2 Select adolescent girls and district	24 girls selected																				DPM/FC	
	4.2.3 Organize exchange visits	24 girls participated																				PM/DPM	
	4.2.4 Conduct experience sharing programs after visit	Report available																				DPM/FC	

Activity	Sub-activity	Milestone	Time Frame																								Responsibility
			2004												2005												
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J					
4.3 Mobilize communities for enabling	4.3.1 Organize different national and international events	Condom Day Teej Festival National Reading Campaign Women Day Population Day World AIDS Day																									DPM/FC
	4.3.2 Organize meeting with community people	5 clubs and 5 schools selected																									CEDPA
	4.3.3 Select site for resource center																										CEDPA
	4.3.4 Procure materials for resource center	Materials available																									CEDPA
	4.3.5 Establish Resource Center	10 Resource Centre																									CEDPA
Result 5.0 Strengthened program management																											
5.1 Prepare monitoring plan	5.1.1 Prepare monitoring tools	Quarterly monitoring carried out																									AMK
	5.1.2 Develop monitoring and supervision plan																										AMK
5.2 Report periodically	5.2.1 Submit financial report to CEDPA	Monthly																									AMK
	5.2.2 Submit summary of the accomplished activities to budget plan	Monthly																									AMK
	5.2.3 Prepare program report by implementing partners	Quarterly																									AMK
	5.4.5 Prepare annual report	Annual																									AMK

Nepal Red Cross Society Work Plan

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Period of Operation: April 2004 to March 2006

Activity	Sub-activity	Milestone	Time Frame																								Responsibility	
			2004												2005													
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J						
Result 1.0 Raised awareness among adolescent girls																												
1.1 Better life options and opportunities RH programs for in-school girls	1.1.1 Select Schools	6 Schools																								NRCS/D		
	1.1.2 Form girls groups	2 Groups in each class 8, 9 and 10 - 36 Girls groups																								NRCS/D		
	1.1.3 Select group leaders in each group	36 Group leaders																								NRCS/D		
	1.1.4 Select female teacher for MTOT	6 Female school teachers																								NRCS/D		
	1.1.5 Conduct TOT	36 persons																								NRCS/D		
	1.1.6 Organize discussion of AGG	Weekly 36 meetings																								NRCS/D		
	1.1.7 Organize review meeting in school	Monthly 6 meetings																								NRCS/D		
	1.1.8 Conduct leadership and communication skill training to facilitator	36 persons																								NRCS/D		
1.2 Better life options and opportunities RH programs for out-of-school groups	1.2.1 Conduct CAF training to facilitator	15 persons (15 facilitators)																								NRCS/D		
	1.2.2 Discuss in CAF manual	Regular discussion with 15 groups																								NRCS/D		
	1.2.3 Prepare minute of discussion	Minute of 15 meetings																								NRCS/D		
	1.2.4 Conduct leadership and communication skill training to facilitator	15 persons (15 facilitators)																								NRCS/D		

Activity	Sub-activity	Milestone	Time Frame																		Responsibility	
			2004							2005												
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J
	1.2.5 Organize review of group leaders on CAF manual	Monthly 15 meetings																			NRCS F/S.V/	
	1.2.6 Organize joint meeting of out-of school and in-school AGs	Quarterly 51persons																			NRCS	
Result 2.0 Increased literacy among out-of school adolescent girls																						
2.1 Conduct health focused NFE classes	2.1.1 Select facilitator at VDC level	3 per VDC – total 15 facilitators																			NRCS/D	
	2.1.2 Conduct orientation to parents and health staff	1 Village level 1district level																			NRCS/D	
	2.1.3 Conduct TOT (NFE package)	18 persons																			WE/CEDPA/ NRCS	
	2.1.4 Select illiterate girls	Aged 10 – 19																			NRCS	
	2.1.5 Form group of out-of-school girls	15 groups from 5 VDCs																			NRCS F/S.V	
	2.1.6 Conduct literacy classes	375 girls																			NRCS	
	2.1.7 Form class management committee	6 meetings will be organized (15 committees)																			NRCS/D	
	2.1.8 Carry out first term examination	Report available																			NRCS/D	
	2.1.9 Provide refresher training to facilitators	15 facilitators + 2 supervisors																			WE	
	2.1.10 Supervise NFE classes	Report available																				S.V
2.2 Run school enrollment programs	2.2.1 Enroll AGs in formal schooling	100 AGs enrolled																			NRCS	
	2.2.2 Participate in PTA meeting	Regular participation in 6 schools																			NRCS/D	
2.3 Establish linkage with other program/institutions	2.3.1 Organize meeting	5 Coordination meetings organized – all stakeholders																			NRCS/D	
	2.3.2 Establish linkage with other program/institutions																				NRCS/D	
	2.3.3 Carry out follow-up	Report available																			NRCS/D	

Activity	Sub-activity	Milestone	Time Frame																			Responsibility		
			2004						2005															
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		J	
Result 3.0 Improved availability of reproductive health services																								
3.1 organize orientation program to health workers	3.1.1 Organize networking meeting	3 meetings organized	6																					NRCS/D
	3.1.2 Provide RH orientation to district/village level RHCC	Village level orientation organized 1 District level orientation organized																						NRCS/D
3.2 Activate DDC/VDC level RHCC	3.2.1 Obtain RHCC membership	Logistics support provided																						NRCS/D
	3.2.2 Provide support to conduct RHCC meeting																						NRCS/D	
	3.2.3 Participate in district level RHCC meeting	Regularly participated																						NRCS/D
	3.2.4 Conduct Workshop to RHCC members	2 days (40 persons) district RHCC workshop – 1 events																						NRCS/D (1 Workshop in second year)
Result 4.0 Enabled family/community environment																								
4.1 Organize orientation program to non-health stakeholders	4.1.1 Conduct district orientation program	1 district level program organized																						NRCS/D
	4.1.2 Conduct village orientation program	2 orientations (50 persons) organized																						NRCS/D
4.2 Organize exchange visits	4.2.1 Set criteria for the selection of adolescent girls/district	Selection criteria available																						NRCS/D – H
	4.2.2 Select adolescent girls and district	24 girls selected																						NRCS/D – H
	4.2.3 Organize exchange visits	24 girls participated																						NRCS/D
	4.2.4 Conduct experience sharing programs after visit	Report available																						NRCS/D
4.3 Mobilize communities for enabling	4.3.1 Organize different national and international events	Condom Day Teej Festival National Reading Campaign Women Day Population Day World AIDS Day																						DPM/FC
	4.3.2 Organize meeting with community people	5 clubs and 6 schools selected																						CEDPA/NRCS

Activity	Sub-activity	Milestone	Time Frame																								Responsibility
			2004												2005												
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J					
	4.3.3 Select site for Resource Center																									CEDPA/NRCS	
	4.3.4 Procure materials for Resource Center	Materials available																								CEDPA/NRCS	
	4.3.5 Establish Resource Center	Establishment of 12 Resource Centre																								CEDPA/NRCS	
Result 5.0 Strengthened program management																											
5.1 Prepare monitoring plan	5.1.1 Prepare monitoring tools	Quarterly monitoring carried out																								NRCS	
	5.1.2 Develop monitoring and supervision plan																									NRCS	
5.2 Report periodically	5.2.1 Submit financial report to CEDPA	Monthly																								NRCS	
	5.2.2 Submit summary of the accomplished activities to budget plan	Monthly																								NRCS	
	5.2.3 Prepare program report by implementing partners	Quarterly																								NRCS	
	5.4.5 Prepare annual report	Annual																								NRCS	

Nepali Technical Assistance Group (NTAG) Work Plan

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Period of Operation: April 2004 to March 2006

Activity	Sub-activity	Milestone	Time Frame																								Responsibility	
			2004												2005													
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J						
Result 1.0 Raised awareness among adolescent girls																												
1.1 Better life options and opportunities RH programs for in-school girls	1.1.1 Select Schools	5 School – 1 from each VDC																								DPM		
	1.1.2 Form girls groups	2 Groups in each class 8, 9 and 10 - 30 Girls groups																								DPM		
	1.1.3 Select group leaders in each group	30 Group leaders																								DPM		
	1.1.4 Select female teacher for MTOT	8 persons (5 Female school teachers, 2 supervisors and 1 manager)																								DPM		
	1.1.5 Conduct TOT	50 persons																								CEDPA		
	1.1.6 Organize discussion of AGG	Weekly event																								DPM		
	1.1.7 Organize review meeting in school	Monthly 5 events																								NTAG		
1.2 Better life options and opportunities RH programs for out-of-school groups	1.2.1 Conduct CAF training to facilitator	18 persons																								CEDPA		
	1.2.2 Discuss in CAF manual	Alternate day discussant: 15 facilitators																								DPM		
	1.2.3 Prepare minute of discussion	Minute of 36 meetings																								DPM		
	1.2.4 Conduct leadership and communication skill training to facilitator	18 persons																								CEDPA		

Activity	Sub-activity	Milestone	Time Frame																						Responsibility
			2004												2005										
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J			
	1.2.6 Organize review of group leaders on CAF manual	Monthly meeting of 30 groups (participants: group leaders and field coordinators)																					DPM		
	1.2.7 Organize joint meeting of out-of school and in-school AGs	Quarterly Participants: group leaders, facilitators and field coordinators																					Facilitator		
Result 2.0 Increased literacy among out-of school adolescent girls																									
2.1 Conduct health focused NFE classes	2.1.1 Select facilitator at VDC level	3 per VDC – total 15 facilitators																					DPM		
	2.1.2 Conduct orientation to parents and health staff	1 Village level 1 district level																					DPM		
	2.1.3 Conduct TOT (NFE package)	19 facilitators and 2 field coordinators																					NTAG/CEDPA/WE		
	2.1.4 Select illiterate girls	Aged 10 – 19																					DPM/Facilitator		
	2.1.5 Form group of out-of-school girls	15 groups from 5 VDCs																					Facilitator		
	2.1.6 Conduct literacy classes	15 classes – 375 girls																					Facilitator		
	2.1.7 Form class management committee	6 orientation organized (15 committees)																					Facilitator		
	2.1.8 Carry out first term examination	Report available																					DPM/Facilitator		
	2.1.9 Provide refresher training to facilitators	15 facilitators 2 Supervisors																					NTAG/WE		
	2.1.10 Supervise NFE classes	Report available																					NTAG		
2.2 Run school enrollment programs	2.2.1 Enroll AGs in formal schooling	20% participating AGs enrolled																					DPM/FC		
	2.2.2 Participate in PTA meeting	Regular participation in 5 schools																					DPM		

Activity	Sub-activity	Milestone	Time Frame																				Responsibility
			2004							2005													
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	
2.3 Establish linkage with other program/institutions	2.3.1 Organize meeting	3 Coordination meetings organized at village, district and center All stakeholders attended the meeting																					DPM/ Facilitator
	2.3.2 Establish linkage with other program/institutions																						DPM/ Facilitator
	2.3.3 Carry out follow-up																						DPM
	Result 3.0 Improved availability of reproductive health services																						
3.1 organize orientation program to health workers	3.1.1 Organize networking meeting	2 meetings organized 1 village level orientation / VDC																					DPM
	3.1.2 Provide RH orientation to district/village level RHCC																						DPM/ Facilitator
3.2 Activate DDC/VDC level RHCC	3.2.1 Obtain RHCC membership	Logistics support provided																					DPM
	3.2.2 Provide support to conduct RHCC meeting																					DPM	
	3.2.3 Participate in district level RHCC meeting	Regularly participated																					DPM
	3.2.4 Conduct orientation program to RHCC members	2 days (20persons) district RHCC workshop and VDC RHCC workshop organized																					NTAG/MoHS/ CEDPA
Result 4.0 Enabled family/community environment																							
4.1 Organize orientation program to non-health stakeholders	4.1.1 Conduct district orientation program	1 district level program organized																					DPM
	4.1.2 Conduct village orientation program	1 orientation (25 persons) organized in 5 VDCs																					DPM/FC
4.2 Organize exchange visits	4.2.1 Set criteria for the selection of adolescent girls/district	Selection criteria available																					CEDPA
	4.2.2 Select adolescent girls and district	24 girls selected																					DPM/FC
	4.2.3 Organize exchange visits	24 girls participated																					CEDPA
	4.2.4 Conduct experience sharing programs after visit	Report available																					DPM/FC

Activity	Sub-activity	Milestone	Time Frame																								Responsibility
			2004												2005												
			J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J					
4.3 Mobilize communities for enabling	4.3.1 Organize different national and international events	Condom Day Teej Festival National Reading Campaign Women Day Population Day World AIDS Day																									DPM/FC
	4.3.2 Organize meeting with community people	5 Schools selected																									CEDPA/NTAG
	4.3.3 Select site for Resource Center																										CEDPA/NTAG
	4.3.4 Procure materials for Resource Center	Materials available																									CEDPA
	4.3.5 Establish Resource Centre	Establishment of 5 Resource Centre																									CEDPA
Result 5.0 Strengthened program management																											
5.1 Prepare monitoring plan	5.1.1 Prepare monitoring tools	Quarterly monitoring carried out																									NTAG
	5.1.2 Develop monitoring and supervision plan																										NTAG
5.2 Report periodically	5.2.1 Submit financial report to CEDPA	Monthly																									NTAG
	5.2.2 Submit summary of the accomplished activities to budget plan	Monthly																									NTAG
	5.2.3 Prepare program report by implementing partners	Quarterly																									NTAG
	5.4.5 Prepare annual report	Annual																									NTAG

Work Plan CATALYST/CEDPA Nepal

Program: Building Demand for Reproductive Health Awareness among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Period of Operation: April 2004 to March 2006 (Though project is planned until 2006, present funding through CATALYST is only through March 2005. My understanding, as explained by the country team, is that it is okay to keep this time frame in the project plan)

Budget Head	Activity	Sub-activity	Milestone	Time Frame																								Responsibility		
				First year												Second year														
				2004												2005													2006	
				A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M			
Result 1.0 Raised awareness among adolescent girls																														
Master Training of Trainers	1.1 Better life options and opportunities RH programs for in school and out of school girls	1.1.1 Identify trainers for MTOT	Trainers																									CEDPA		
		1.1.2 Fix date and venue for training	Date fixed																									CEDPA		
		1.1.3 Organize training	Master trainer trained																									CEDPA		
	1.2 Add sessions on CAF Manual	1.2.1 Collection of material to add two new sessions (OBSI and anti trafficking) on CAF																										CEDPA		
		1.2.1 Translate in Nepali																										CEDPA		
		1.2.3 Print the new sessions																										CEDPA		
		1.2.4 Introduce session during CAF discussion																										CEDPA		
		1.2.5 Incorporate feedback in CAF Manual																										CEDPA		
Result 2. 0 Increased literacy among out-of-school adolescent girls																														
World Education	2.1 Arrangement of literacy materials	2.1.1 Conduct series of meeting with WE for literacy material and facilitator training	Meetings																									CEDPA		
		2.1.2 Send request letter to WE	Letter sent																									CEDPA		
		2.1.3 Buy literacy material	Material																									CEDPA		
		2.2.1 Send materials to partners	Material																									CEDPA		

Budget Head	Activity	Sub-activity	Milestone	Time Frame																								Responsibility			
				First year												Second year															
				2004												2005													2006		
				A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M				
	2.2 Conduct literacy training to facilitator	2.2.1 Conduct series of meeting with WE for facilitator training	Meetings																								CEDPA				
		2.2.2 Request to WE for trainer	Trainer for district																								CEDPA				
		2.2.3 Organize training at district level	Training																								CEDPA/WE/ Partner				
Result 3.0 Improved availability of reproductive health service																															
Orientation to Partner Organization	3.1 Conduct orientation for partner organization	3.1.1 Send invitation letter to project advisory committee and partner organization	Letter sent																								CEDPA				
		3.1.2 Conduct orientation	Orientation																								CEDPA				
		3.1.3 Meeting of advisory committee																									CEDPA				
Result 4.0 Enabled family/community environment																															
Advocacy - Organizing Events	4.1 Mobilize communities for enabling	4.1.1 Organize/Participate in the different national and international events	Six events																								CEDPA				
		4.1.2 Establish Resource Centre	10 resource Centre in each district																								CEDPA				
		4.1.3 Organize exchange visits	72 girls participated																							CEDPA					
Result 5.0 Strengthened program management																															
Project Start up	5.1 Organize interaction programs with stakeholders	5.1.1 Situational Analysis	Field Visit																								CEDPA				
		5.1.2 Discuss project objectives with district level stakeholders	Meetings																								CEDPA				
Participant Support Cost	5.2 Prepare project strategy	5.2.1 Organize project strategy development workshop	Workshop																							CEDPA Consultant					
		5.2.2 Finalize implementation plan	Detail implementation plan																							CEDPA Consultant					

Budget Head	Activity	Sub-activity	Milestone	Time Frame																								Responsibility		
				First year												Second year														
				2004												2005													2006	
				A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M			
Baseline Survey	5.3 Conduct baseline survey	5.3.1 Prepare TOR for baseline study	TOR																								PM/PA			
		5.3.2 Request for proposal	Bid received																								PM/PA			
		5.3.3 Hire consultant	Agreement signed by consultant																								CEDPA			
		5.3.4 Prepare questionnaire	One week																								Consultant			
		5.3.5 Review questionnaire	By sharing email																								CEDPA and IPs			
		5.3.6 carry out field work/ data collection/ FGD	Finalize questionnai re																								Consultant			
		5.3.7 Analyze data	Week																								Consultant			
		5.3.8 Prepare report	Week																								Consultant			
		5.3.9 Disseminate report	Week																								Consultant			
Monitoring Plan	5.4 Prepare monitoring plan	5.4.1 Prepare monitoring tools	Checklist																								CEDPA			
		5.4.2 Organize joint partners meeting	Coordinate																								CEDPA			
		5.4.3 Develop monitoring and supervision plan	Prepare M & E plan																								CEDPA			
		5.4.4 Monitoring Visit to district	Regular																								CEDPA			
Development of MIS including M & E	5.5 Develop tools for MIS	5.5.1 Prepare TOR for MIS consultant	TOR																								PM/PA			
		5.5.2 Request for proposal	Prepare TOR bid																								PM/PA			
		5.5.3 Hire consultant	TOR/contract letter																								CEDPA			
		5.5.4 Prepare MIS format	Partners consulted																								Consultant			
		5.5.5 Provide orientation to the district and central level project staff of IPs	Meeting																								Consultant PM/PA			

Budget Head	Activity	Sub-activity	Milestone	Time Frame																								Responsibility		
				First year												Second year														
				2004												2005													2006	
				A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M			
	5.6 Report periodically	5.6.1 Provide orientation to implementing partners	Orientation																								CEDPA			
		5.6.2 Submit financial report to CEDPA	Monthly																								CEDPA/IPs			
		5.6.3 Submit summary of the accomplished activities to budget plan	Monthly																								CEDPA/IPs			
		5.6.4 Prepare program report by implementing partners	Quarterly																								CEDPA/IPs			
		5.6.5 Prepare annual report	Yearly																								CEDPA/IPs			
End line Study	5.7 Conduct end line survey	5.7.1 Prepare TOR for end line study	TOR																								PM/PA			
		5.7.2 Request for proposal	Bid received																								PM/PA			
		5.7.3 Hire consultant	Agreement signed by consultant																								CEDPA			
		5.7.4 Prepare questionnaire of end line study	One week																								Consultant			
		5.7.5 Review questionnaire	By sharing email																								CEDPA and IPs			
		5.7.6 carry out field work/ data collection/ FGD	Finalize questionnai re																								Consultant			
		5.7.7 Analyze data of end line study	Week																								Consultant			
		5.7.8 Prepare report of end line study	Week																								Consultant			
		5.5.9 Disseminate report of end line study	Week																								Consultant			
Dissemination	5.8 Disseminate success and lessons learned	5.8.1 Collect lessons learned from field	Best practices available																											
		5.8.2 Compile successes and lessons learned	Presentatio n prepared																											
		5.8.3 Disseminate the successes and lessons learned	Disseminat ed report available																											

Budget Head	Activity	Sub-activity	Milestone	Time Frame																								Responsibility		
				First year												Second year														
				2004												2005													2006	
				A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M			
		5.8.4 Provide support to organize AG congress by implementing partners	Report available																											
	5.9 Advocate on National Strategy	5.9.1 Orientation program on national strategy to the central level stakeholders	Orientation																									CEDPA Consultant		
		5.9.2 Orientation program on national strategy to the district level stakeholders																											CEDPA Consultant	

Central Level Monitoring Plan

CATALYST/CEDPA

Action	Agenda	Time-frame	Participants	Responsibility
Collect report (routine via mail, phone, report etc)	<ul style="list-style-type: none"> – Progress report (all activities carried out during that period) – Deviations, if any – reasons for deviation – Problems 	Monthly (First week of next month)	IP CEDPA	PM PA
2. Carry out joint field visit	<p><u>Agenda first quarter</u> Provide quantitative and qualitative achievement report on:</p> <ul style="list-style-type: none"> – In-school program – Out-of school program – CAF training and discussion on CAF manual – NFE classes – Networking – RHCC meeting – District and village level orientation <p><u>Agenda second quarter</u> Provide same report as of first quarter</p> <p><u>Agenda third quarter</u> Provide same report as of first quarter</p> <p><u>Agenda fourth quarter</u></p> <ul style="list-style-type: none"> – Provide same report as of first quarter – Resource center – School enrollment 	Quarterly	IP CEDPA	CD TA PM PA
3. Organize team review meeting	<ul style="list-style-type: none"> – Review and analysis of progress report received from the field – Provide feedback to central level IPs and field level IPs 	Monthly (second week of every month)	CEDPA internal	CD, TA, PM PA
4. Organize joint review meeting	<ul style="list-style-type: none"> – Discuss on the joint visit report – Take corrective actions 	Quarterly (after joint field visit)	All central IP and CEDPA	PM/PA
5. Organize review meeting	<ul style="list-style-type: none"> – Review status of planned activities – Review status of achievement of indicators at results and purpose level – Make decision to take corrective actions 	Bi-annually	All central and district level project partners	CEDPA
6. Organize mid-term review	<ul style="list-style-type: none"> – Review project progress – Review achievement of indicators – Make decision to take corrective actions 	After 10 months	All stakeholders	CEDPA

District Level Monitoring Plan Implementing Partners

Action	Agenda	Time-frame	Participants	Responsibility
1. Carry out field visit (VDCs)	<ul style="list-style-type: none"> – Compile progress report of the month – Identify deviations – Identify problems – Prepare report 	Monthly	<u>Reporting by:</u> Facilitator: Monthly FC: Monthly DPM: Monthly	DPM Field Coordinator (FC)
2. Organize staff meeting	<ul style="list-style-type: none"> – Review and analysis of progress report received from the field – Provide feedback to central level IPs and field level IPs 	Monthly (third day of every month)	DPM FC Facilitators (if possible)	DPM
3. Compile information and submit report (routine via mail, phone, report, visit etc)	<ul style="list-style-type: none"> – Progress report (all activities carried out during that period) – Deviations, if any – reasons for deviation – Problems – Submit report to center 	Monthly (fourth day of every month)		DPM
4. Organize review meeting	<ul style="list-style-type: none"> – Review status of planned activities – Review status of achievement of indicators at results and purpose level – Take corrective actions – Submit quarterly report 	Quarterly	DPM, FC, Facilitators, CEDPA and IP (center)	DPM
5. Organize Coordination/ review meeting	<ul style="list-style-type: none"> – Review status of planned activities – Review status of achievement of indicators at results and purpose level – Make decision to take corrective actions 	Bi-annually	All central and district level project partners	DPM

Central Level Monitoring Plan Implementing Partners

Action	Agenda	Time-frame	Participants	Responsibility
1. Compile information and submit report (routine via mail, phone, report, visit etc)	<ul style="list-style-type: none"> – Progress report (all activities carried out during that period) – Deviations, if any – reasons for deviation – Problems – Submit report to CEDPA 	Monthly (first week of every month)	District Office	PM
1. Carry out field visit (VDCs)	<p><u>Agenda first quarter</u> Provide quantitative and qualitative achievement report on:</p> <ul style="list-style-type: none"> – In-school program – Out-of school program – CAF training and discussion on CAF manual – NFE classes – Networking – RHCC meeting – District and village level orientation <p><u>Agenda second quarter</u> Provide same report as of first quarter</p> <p><u>Agenda third quarter</u> Provide same report as of first quarter</p> <p><u>Agenda fourth quarter</u></p> <ul style="list-style-type: none"> – Provide same report as of first quarter – Resource center – School enrollment 	Quarterly	District Office	PM

Building Demand for RH among Adolescent Girls in Conflict Affected Districts of Nepal (BuD for RH)

Selection Criteria

Trainers

Master Trainer will be selected from the district to attend a 10 days training program in convenient place outside Kathmandu. They will then return to the districts and undertake the training of the CAF Manual to the facilitators at district level. The master trainers must be five/six female schoolteachers. One from each selected school in the VDCs, and three staff members from the Implementing Partners district office to act as Supervisor for the project. Their role is to train the facilitators, act as support to the facilitators and to supervise the in-school discussions, although the Adolescent Girl Group will lead these.

Supervisors/ Field Coordinators

The Supervisor or Field Coordinator's role is to supervise the discussion sessions conducted by the facilitators and to generally ensure the smooth running of the project at the local level. They will liaise between staff at district and VDC level, report on the progress of the project and solve any problems that arise. They will also monitor the progress of the adolescent girls. They will be experienced in literacy, non-formal education program, community mobilization and knowledge of RH programs. Qualification: Intermediate Pass.

Facilitators

The Facilitators will be young females, 20-25 years old, and preferably married, selected from the local community who will be leading the NFE literacy classes and the RH classes for the out of schoolgirls and will act as supervisors to the in school classes. They are also expected to act as Role Models/Change Agent and support to the girls and to the local health institutions, and to interact and network between various different organizations and groups such as the Class Management Committees and VDC level RHCC. 20 potential facilitators will receive the training in the literacy package at district level; the 15 best will then be selected to conduct the literacy class, to receive the training in CAF, and Leadership and Communication skill training, with the Adolescent Girls Leaders. Qualification: Minimum SLC Pass.

AGG Leaders

The AGG Leaders will be selected from each school minimum one from each grade, 8, 9 and 10. They will be trained in CAF and Leadership & Communication skills and their role is then to lead the class discussion among in school groups and act as leader and advocate of the group.

Out of School Girls

The Out of School Adolescent Girls will be selected from the local community based on their economic and social position. They will be 10-19 years old, married and unmarried, illiterate and preferably from minority castes. They will attend the 9-month NFE literacy classes held by the facilitators for a total of 12 hours a week, and then will hopefully be enrolled in formal schools in the desired grade of four or five. They will also simultaneously be taking part in CAF classes with the facilitators for 6 hours a week, lasting 12 months. As well as the classes, they will be involved in various National and International events and community projects to build their awareness and advocacy skills.

Class Management Committee

The Class Management Committee will be formed in the community where the NFE class will be conducted. CMC Members will be the parents of the participating girls, community leaders, and local influential people, ex. Ward members, teachers and social workers. The total number of members of the committee will be 5 to 7 members and this committee will be responsible for management of the classes and solving any problems that arise. Community will provide place for NFE class, which should be accessible and secure.

Abbreviations

AG	Adolescent Girl
AGG	Adolescent Girls Group
AMK	Ama Milan Kendra
BLOOM	Better Life Options and Opportunities Model
BuD for RH	Building Demand for RH Awareness among Adolescent Girls in Conflict Affected Districts of Nepal
CAF	Choose a Future
CD	Country Director
CMC	Class Management Committee
CEDPA	Center for Development and Population Activities
DHO	District Health Office/Officer
DPM	District Project Manager
FC	Field Coordinator
FGD	Focus Group Discussion
IP	Implementing Partner
MIS	Management Information System
MOV	Means of Verification
NFE	Non-formal Education
NRCS	Nepal Red Cross Society
NTAG	Nepali Technical Assistance Group
OVI	Objectively Verifiable Indicator
PA	Program Associate, CEDPA
PM	Program Manager, CEDPA
PTA	Parents Teachers Association
RH	Reproductive Health
RHCC	Reproductive Health Coordination Committee
TA	Technical Advisor, CEDPA
TOR	Terms of Reference
TOT	Training of Trainer
VDC	Village Development Committee
WE	World Education

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